

Volume 1, Issue 4

August 22, 2008

COSA FLEET NEWS

329 S. Frio Street

Fleet Maintenance & Operations**Flo's Forum - Fleet's Olympic Gold Medalists**

One of my primary responsibilities as Director of Fleet Maintenance and Operations is to assign the right employee to the right job. Matching employees to the right job promotes a healthy work environment and a more productive organization. We value the loyalty and contributions of all employees, but in our rush to get things done; we sometimes do not stop to appreciate the personal and professional relationships created

in the working environment. COSA Fleet has the finest group of employees in the industry. Your longevity in the department is a testament to your dedication and the department's ability to place the right employee in the right job. This quarterly newsletter is dedicated to the employees of FLEET MAINTENANCE & OPERATIONS.

I appreciate each of you for all that you do for our customers and for this department. The majority of you are assigned to our seven service centers, some of you to central parts, acquisitions, fuel management, administration and technology. I encourage each of you to take the time to nurture your relationships, both personal and professional and reap the benefits of a more rewarding life. Get to know

your fellow employees across divisional lines. All of us are working toward the same goals. All that you have accomplished is worthy of an Olympic style celebration and a gold medal.

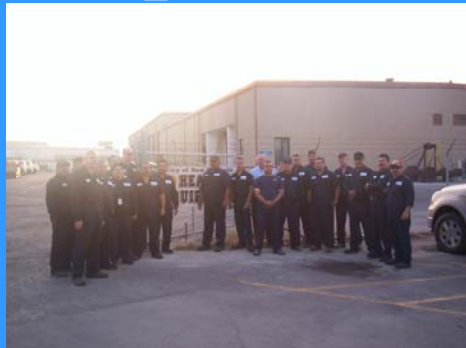
Florencio Peña, Director

**Heavy Equipment**

By David Badillo

Heavy Equipment (HE) has been located at Brooks City Base for about seven and a half years. HE is responsible for over 650 units. The staff handles preventive maintenance services, as well as minor and major repairs including, fabrication and welding. This location also performs state inspections and is responsible for all of the city's off road equipment, ranging in size from small two cycle engines to large diesel engines; like jack hammers and

chain saws as well as large motor graders and dozers. The shop also services walk behind paint stripers and large lane liners. HE has six field maintenance trucks with four field techs. They also have four lube service



Front Row: Thomas Dafler, Robert Garcia, Albert Mares, Leticia Contreras, Benjamin Pena, Luis Pena, James Christofolletti, Jose Guerrero. **Back Row:** David Rodriguez, David Badillo, Frank Santillan, David Ciomperlik, Robert Smith, Jacob Benavidez, Jose Ballesteros, Adolph Guerra, Robert Acree, Henry Martinez, Carlos Lopez, Luis Gonzales

trucks with four techs. There are five shop techs and one intern. HE also has one senior parts clerk, who is responsible for ordering and receiving parts. There is one shop attendant, who helps out in the parts department by stocking and picking up parts from vendors. HE currently has three staff members in interim positions. The staff at HE work together as a team to achieve success through top quality customer service. Morale is high and we are proud of the work we do every day.

Employee Appreciation Luncheon—June 18, 2008

The Organizers



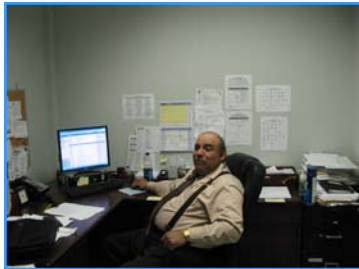
AWESOME TEAM!



Johnnie Mae Adams, Janie Baez, Margaret Encino, & Isabel Vasquez



Going through the line for a great meal



Manuel Olivari, Mgmt Analyst



Director Pena serving staff



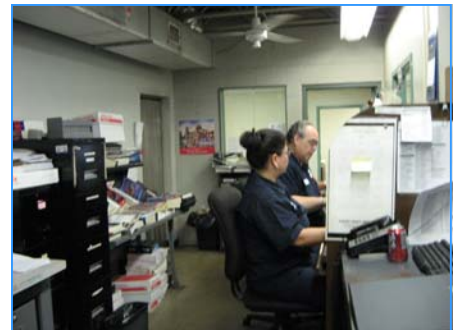
AWESOME TEAM!



Great Meal!



Sheldon Belyeu, Acquisitions Mgr

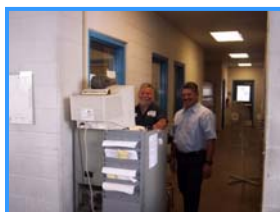


Central Parts Staff working hard!

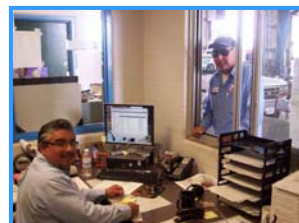
New Blue Uniforms

In an effort to help our customers better identify Fleet Operations' managerial team (i.e.) Service writers, Supervisors and Superintendents, these employees are now wearing light blue shirts and dark blue slacks. We felt this was the easiest way for our customers to identify the right personnel to assist them with their various needs. Let us know how you like the new look.

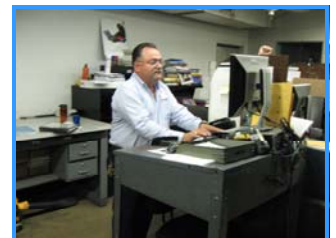
By Ray Moreno



Juan Gonzales, Equipment Tech & Paul Pena, Service Advisor-SE Service Center



Daniel Enriquez, Crew-leader & one of Fleet's many customer-SE Service Center



Joe Rodriguez, Stock Control Clerk-Central Parts Division

Employee Appreciation Luncheon - June 18, 2008

Fleet's Employees of the Year

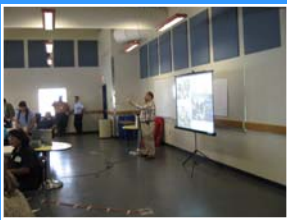
	<u>LOCATION</u>	<u>EMPLOYEE</u>
1.	Heavy Equipment	Jacob Benavidez
2.	Zarzamora	Jason Loreda
3.	Police Garage	Jose Rios
4.	Fuel Operations	Janie Baez
5.	Central Shops	Luis Pena
6.	Northwest Service Center	Richard Walley
7.	Southeast Service Center	Juan Martinez
8.	Northeast Service Center	Anthony Saldana
9.	Fiscal Operations	Margaret Encino
10.	Parts Operations	Deborah Alva
11.	Brake Shop	Juan Alvarado



AWESOME TEAM!



Florencio Pena, Janie Baez, Martha Rivera, Brenda



Ray Moreno doing what he does best



Cindy Garza just won a door prize!



Henry Martinez won two tickets to a baseball game!



Bonnie Marks, Fidel Valdovinos, Catarino DeLuna



Margaret Encino, Sr. Accountant



Director-Florencio Pena, Jason Loreda

Interesting Fleet Facts

OPERATIONS

136 employees

24 ASE certified technicians

Parts Inventory—\$490,516

Fuel Inventory—\$514,453

16,050 Preventive Maintenance work orders annually

**Dispense 5.7M gallons of fuel a year—
valued at \$16,158,000**

ACQUISITIONS

Nine employees

Manages \$10M Inventory

Purchase 650 fleet vehicles and equipment a year

Remarket approximately 700 fleet vehicles a year at a value of \$4.5M

MANAGEMENT

185 EMPLOYEES

Annual budget—\$30M

Annual fleet purchases—\$25M

Current Fleet Inventory— 4,877

14 FUEL SITES

Annual usage: 3.3M unleaded gallons

221,000 propane gallons

2.2M diesel gallons

7 CAR WASHES

85,000 washes annually

BODY SHOP

1 Manager and 4 technicians; process 450 work orders annually

MISSION STATEMENT

To provide customer satisfaction through courteous, loyal, safe and professional services, while protecting the environment.

Southeast Service Center

By Leo Negrete

The City of San Antonio's Fleet Maintenance Department has seven fleet maintenance facilities located throughout the city. One of these facilities is the (SE) located at 7402 S. New renovated in 1999 to include more to keep up with the demands of The SE facility services 329 vehi-departments such as Solid Waste, Storm Water, Street Sweepers, brary. There are 18 staff mem-success of the Southeast facility: supervisor, one crew leader, two technicians, one service atten-two shifts. The hours of opera-for the first shift and 1:00PM to The second shift became effective added to increase operation re-ness in order to meet the custom-One of the great things about SE team. Their different personali-enriches the work environment There are over 100 years of gath-Center. The team meets the needs of the customers with prompt, courteous service and efficient turn around time. South-east is dedicated to providing good customer service and ensuring that all fleet vehicles are maintained to serve the San Antonio community.

Front row: Paul Pena, Felix Nieto
Second Row: Daniel Enriquez, Juan Martinez, Cresen-cio Sandoval, Robert Zurita, Nathaniel Wright, Fran-cisco Barrera, John Salamon, Leo Negrete.
Back Row: James Martinez, Martin Guitron, Fidel Trini-dad, Danny Duran, Juan Gonzales, Manuel Hernandez



South-east Service Center Braunfels. This location was bays and modern upgrades the City's growing fleet. cles and or equipment from Public Works, Streets, Parks and Rec., and the Li-bers who contribute to the one superintendent, one parts personnel, eleven dant, and one intern. SE has tion are 6:30AM to 3:15PM 9:45PM for the second shift. March 1, 2008, and was sponsiveness and effective-ers' daily requirements. is that the staff works as a ties and creative mixture with knowledge and skills. ered experience within the



Zarzamora Service Center

By Jose Marroquin

The Zarzamora Service Center is located at 4719 S. Zarzamora. This location is responsible for 250 units/equipment. The technicians completes over 400 work-orders per month. There are eight technicians, two parts clerks, one service advisor, one shop attendant, one intern, one supervisor and one superintendent. This shop is successful because each employees knows what is needed and what it takes to get the job done right the first time.



Jose Marroquin, Superintendent



1st Row: Robert Jackson, Daniel Vasquez, Jose Unate, Jason Loreda

2nd Row: Noe Sanchez, Valarino Reyna, John Paul Herrera, Albert Gutierrez, Benito Garcia, Genara Torres

Northeast Service Center

By: Fidel Valdovinos

The Northeast (NE) Service Center located at 10303 Tool Yard is Fleet's newest location. This location has 18 employees and handles approximately 350 work orders a month. NE is responsible for the maintenance of 236 units. Due to an increased work load and the chance to better service its customers, this location



Left to Right: Fred Casares, Roger Cortez, Louis Gonzales, Manuel Aguilar, Adam Herrera, Daniel Salinas, Richard Gomez, Anthony Saldana, Patrick St. Clair, Andrew Morin, Thomas Tracy, Hector Gutierrez

recently (March 2008) went from one shift to two. The first shift is 6:30AM-3:15PM and the second shift is 1:00PM-

9:45PM. There are currently at this location, two unleaded dispensers with a 12,000 gallon capacity, four diesel dispensers with a 20,000 gallon capacity, two propane dispensers with a 18,000 gallon capacity and two CNG dispensers with slow fill and fast fill capability. Slow fill allows the refuse trucks to gas up overnight and fast fill allows the refuse trucks to fill up the tanks to about 75-80% capacity over 20 minutes.

Interesting Fleet Facts

1955 — Fleet was a division in the Public Works Department. It consisted of 3 sub-divisions: Automotive Stock Control, Heavy Equipment and Automotive Repair. There were 80 employees, Fleet dispensed 415,340 gallons of fuel and had a fleet of 549 units.

1962 — Fleet's 3 sub-divisions merged and Central Shops was created. It consisted of 87 employees, dispensed in gallons, 186,902-diesel and 1.1M-gasoline with a fleet of 595 units.

1969 —The Fleet Division was transferred to Intergovernmental Services and consisted of 101 employees, 5 service centers, dispensed in gallons, 2178,823-diesel and 2.3M-gasoline.

1975 — Fleet Services Division transferred to the Purchasing Department and had 5 service centers, 147 employees, 1,524 units, dispensed in gallons, 3.6M-gasoline, 459,000-diesel and 825,000-propane.

2008 — Fleet is now a stand alone department with 7 service centers, 185 employees, 4,877 vehicles and equipment, dispenses in gallons, 2.3M-gasoline, 2.2M-diesel and 51,543-propane.

Fourteen Fleet employees attended Heil Factory training in Fort Payne, Alabama for five days. The training was designed to enhance their knowledge and skill level in automated refuse collection technology, increase the department's up time, increase the level of service to customers, and reduce maintenance cost. This training was also needed as part of Fleet's efforts to become authorized warranty repairers on the Heil refuse trucks for minor repairs. The warranty authorization will reduce operational costs and increase up time. Currently there are 84 of these units in the City's fleet with 15 scheduled to arrive by November 2008. These new automated units only need one driver to operate the controls, pick up the carts and dump the refuse into the unit. The old style rear loaders needed one driver and two collectors on the rear of the truck to collect or dump refuse into the rear of the unit. This old style method put a high physical demand on the worker's body. The utilization of the automated arms reduces physical injuries. Another great factor of the new units is that the time it takes to collect refuse is greatly reduced by the automated units.

By: Ray Moreno & Catarino De Luna



From left to right: Joel Barnes, Heil Trainer, Hector Gutierrez, Juan Martinez, Leo Negrete, Ray Moreno, Hector Mascorro, Roger Cortez, Sergio Scaturchio, Joe Marroquin, Felix Nieto, Larry Deans, Mike Escamilla, Cat DeLuna, Fidel Valdovinos, Jose Unate, Mike Dudi or Heil

Welcome Aboard!

Fleet's Newest Employees:

Fleet Maintenance Interns:

Jacob Medrano—7/21/2008

Jose Rodriguez—7/28/2008

Equipment Technician:

Jorge Estrada— 7/28/2008

Executive Secretary:

Jane Jeanette Arauza - 6/16/2008

CONGRATULATIONS!

Janie Baez promoted to Sr. Accounting Clerk I

SAN ANTONIO'S WALK AND ROLL

Contributor, Martha Rivera

On Friday, May 2, 2008, Martha Rivera, Florencio Pena, Margaret Encino, Janie Baez and Johnny Mae Adams were five of 500 City and Bexar County employees who participated in the Walk and Roll Fest sponsored by the City of San Antonio & Bexar County. Participants were given a free T-Shirt, healthy refreshments and door prizes. This event was a joint effort by the City of San Antonio & Bexar County to promote healthier modes of transportation for it's employees as well as the citizens of San Antonio & Bexar County. When asked why they participated, Janie Baez, replied, "I like the fresh air early in the morning and the refreshments were great. It was a good walk." Johnnie Mae nodded in agreement and



Left to right: Martha Rivers, Florencio Peña, Martha Encino, Janie Baez, Johnnie Mae

said, "I was encouraged to participate by my co-workers and I'm glad I did. I liked seeing so many others participate. I had a great time." Margaret Encino, also agreed, "It was great seeing so many others participate, and it was encouraging. My goal is to stay healthy and this was motivating for me." Martha Rivera, took another co-workers place who was unable to participate at the last minute. "It was great to be with other City employees. The event felt like a mixer ... a healthy mixer. It was also motivating and a natural high." "Not only was it healthy but it was a great opportunity to interact with staff on a more personal level. The best part of the event for me was the high energy level", stated, Fleet's Director, Florencio Pena. All five of Fleet's participants stated they would gladly participate in the next one and hope more Fleet staff will join them.